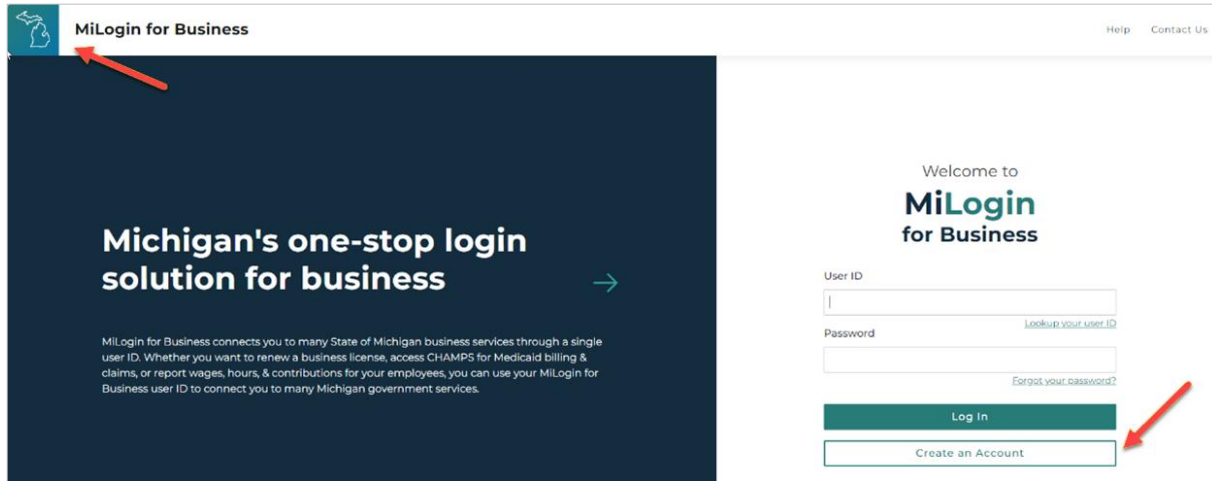
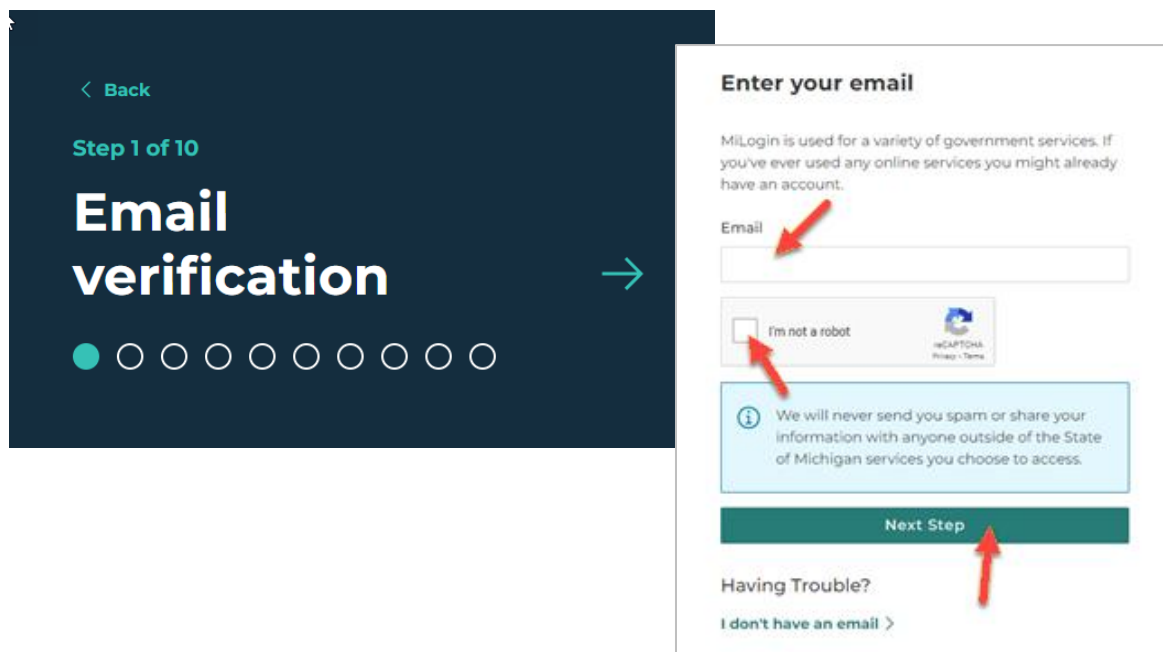


# MiLogin: Create Your Account

To access EDRS, you will need to register for a State of Michigan MiLogin ID and subscribe to the EDRS application. To get started, go to the MiLogin website: <https://milogintp.michigan.gov>. Click the **Create an Account** button.



**Step 1:** Enter your email, select the **I'm not a robot** check box, and click **Next Step**.



# MiLogin: Create Your Account

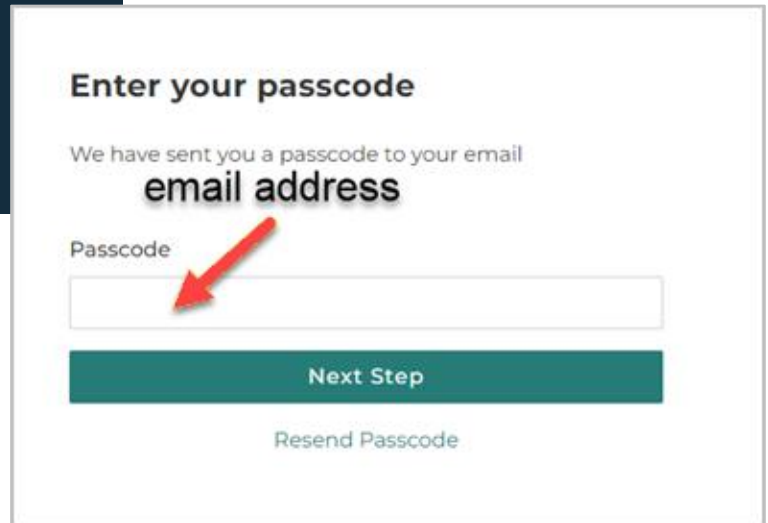
**Step 2:** Enter the passcode sent to the email address used to register for your MiLogin account.

[← Previous Step](#)

Step 2 of 10

## Passcode verification

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**Enter your passcode**

We have sent you a passcode to your email  
**email address**

Passcode

**Next Step**

[Resend Passcode](#)

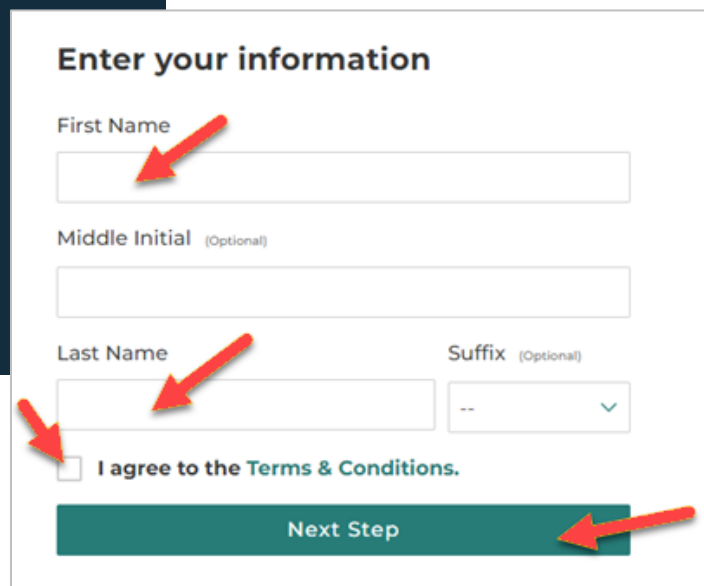
**Step 3:** Enter your information including **FIRST** and **LAST** name. Agree to the **Terms & Conditions** by checking the box and click **Next Step**

[← Previous Step](#)

Step 3 of 10

## Profile Information

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**Enter your information**

First Name

Middle Initial (Optional)

Last Name

Suffix (Optional)

-- ▾

I agree to the **Terms & Conditions**.

**Next Step**

# MiLogin: Create Your Account

**Step 4:** Enter your work phone number and click **Next Step**.

[← Previous Step](#)


Step 4 of 10


## Work phone verification


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### Enter your work phone number

Your **work phone** number is required for many State of Michigan services and can help us identify you and recover your account if you get locked out.

Work Phone 

 You will receive a passcode via a voice call to your phone to confirm your identity.

**Next Step** 

 **Can't verify work phone number?**  
If you don't have access to your work phone number or cannot verify it, please proceed with entering the number above and you will be allowed to skip the verification in the next step.

**Step 5:** Enter the passcode receive via telephone call to your work number provided or choose skip verification. **Click Confirm Passcode.**

[← Previous Step](#)

Step 5 of 10


## Passcode verification


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### Enter your passcode

We have sent you a passcode via a voice call to your **work phone** ending with **XXXX**

Passcode

XXXX -  

**Confirm Passcode** 

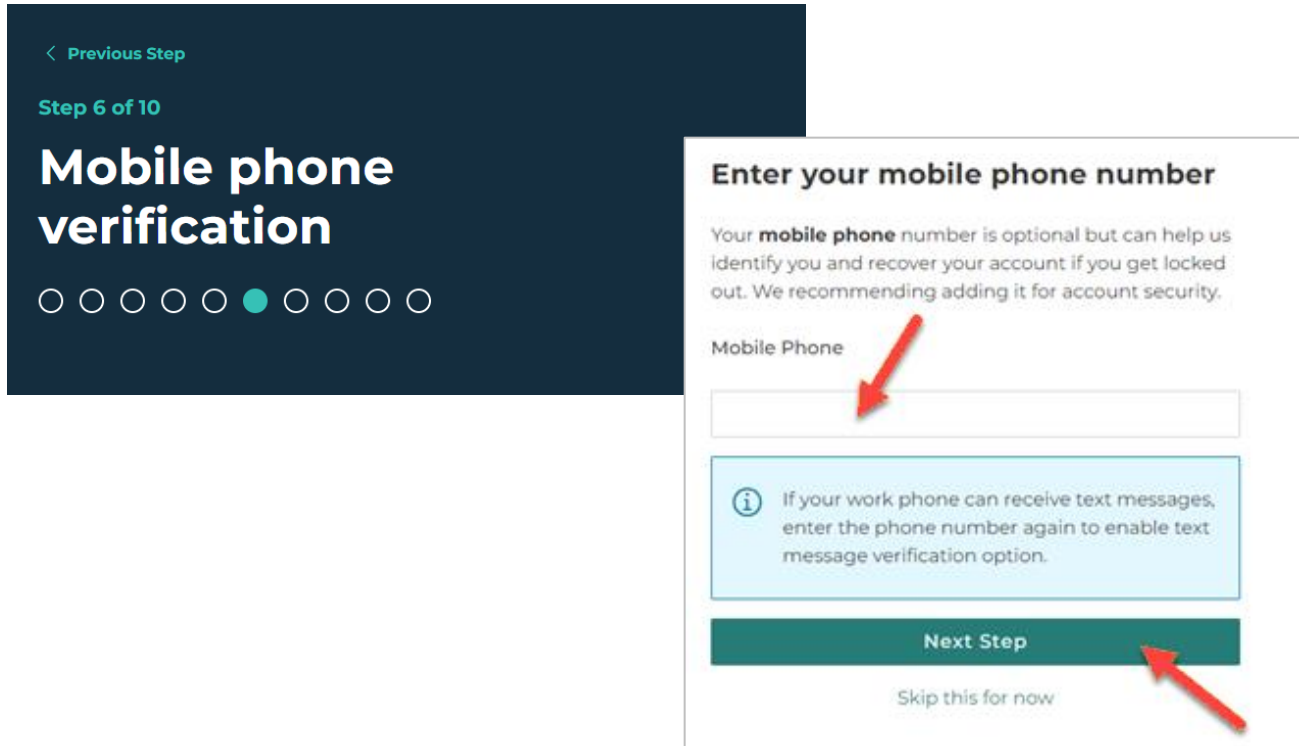
[Resend Passcode](#)

**Can't verify work phone number?**

[Skip Verification](#)

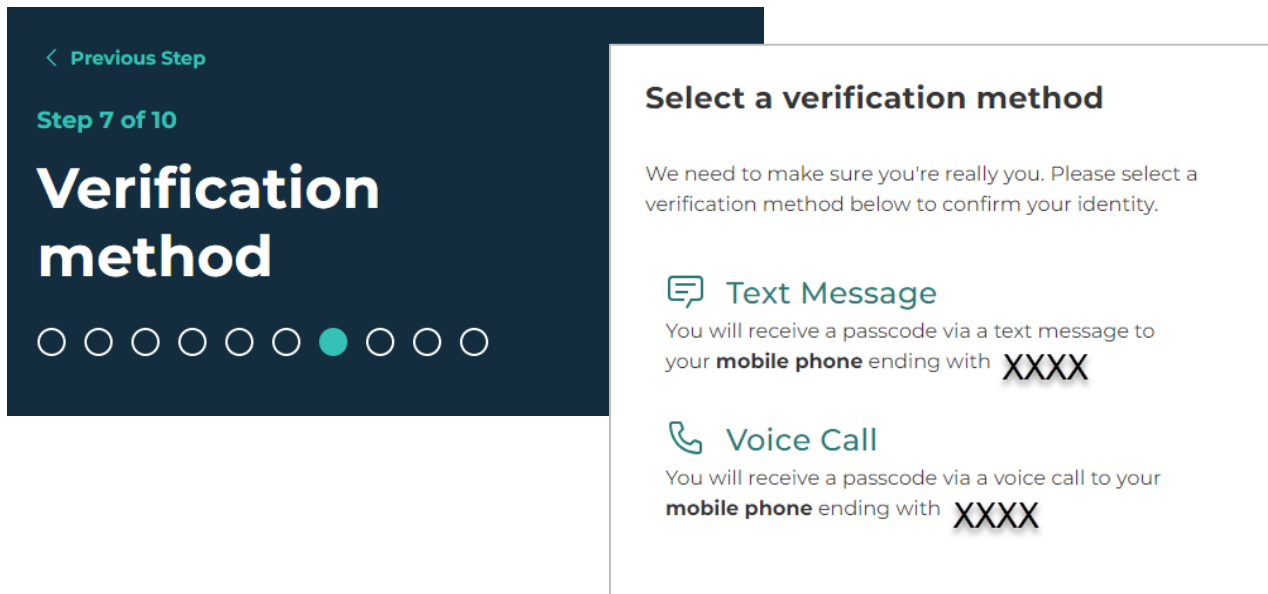
# MiLogin: Create Your Account

**Step 6:** Enter your mobile phone number and click **Next Step** OR choose **Skip this for now**.



The screenshot shows a dark blue sidebar on the left with a back arrow and the text "Previous Step". Below that, it says "Step 6 of 10" and "Mobile phone verification". A progress indicator shows 10 circles, with the 6th circle filled in teal. The main content area is white and titled "Enter your mobile phone number". It contains a paragraph explaining that the mobile phone number is optional but recommended for security. Below this is a text input field labeled "Mobile Phone" with a red arrow pointing to it. Underneath the input field is a light blue information box with an 'i' icon and text: "If your work phone can receive text messages, enter the phone number again to enable text message verification option." At the bottom of the form are two buttons: a teal "Next Step" button with a red arrow pointing to it, and a grey "Skip this for now" button.

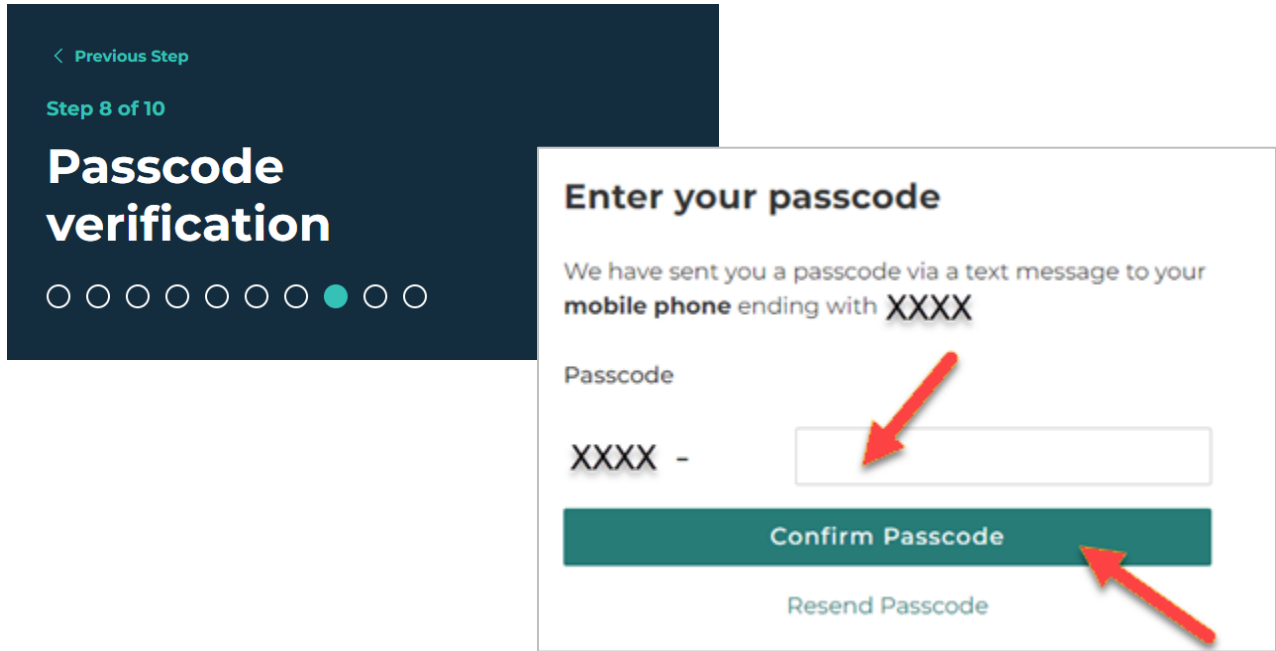
**Step 7:** Select a verification method – **Text Message** or **Voice Call**.



The screenshot shows a dark blue sidebar on the left with a back arrow and the text "Previous Step". Below that, it says "Step 7 of 10" and "Verification method". A progress indicator shows 10 circles, with the 7th circle filled in teal. The main content area is white and titled "Select a verification method". It contains a paragraph explaining that the user needs to select a verification method to confirm their identity. Below this are two options: "Text Message" with a message icon and "Voice Call" with a phone icon. Each option includes a description of how the passcode will be delivered and that the mobile phone number must end with "XXXX".

# MiLogin: Create Your Account

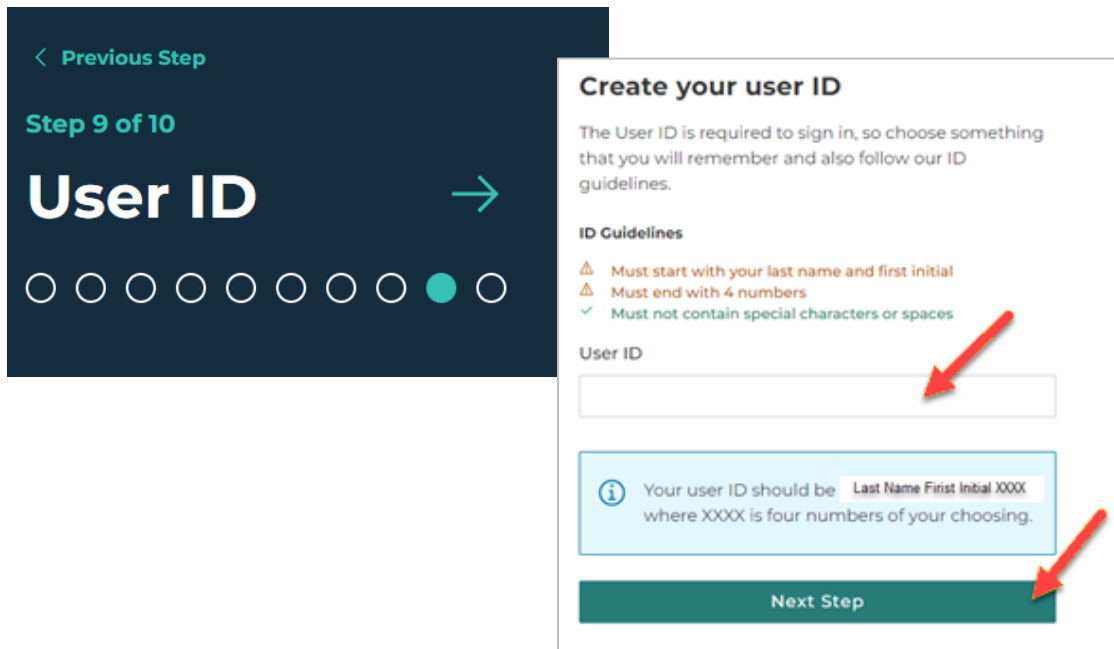
**Step 8:** Enter the passcode provided either via text message to your mobile phone number or voice recording to your mobile phone and click **Confirm Passcode**.



The screenshot shows a dark blue sidebar on the left with a back arrow and the text "Previous Step", "Step 8 of 10", and "Passcode verification". Below the title is a progress indicator with 10 circles, the 8th of which is filled. The main content area is white and titled "Enter your passcode". It contains the text "We have sent you a passcode via a text message to your mobile phone ending with XXXX". Below this is a "Passcode" label and a text input field containing "XXXX -". A red arrow points to the input field. Below the input field is a green button labeled "Confirm Passcode" and a blue link labeled "Resend Passcode". A red arrow points to the "Confirm Passcode" button.

**Step 9:** Create your user ID and click **Next Step**.

*Please Note: User IDs must be in the format of last name followed by first initial and then four digits.*

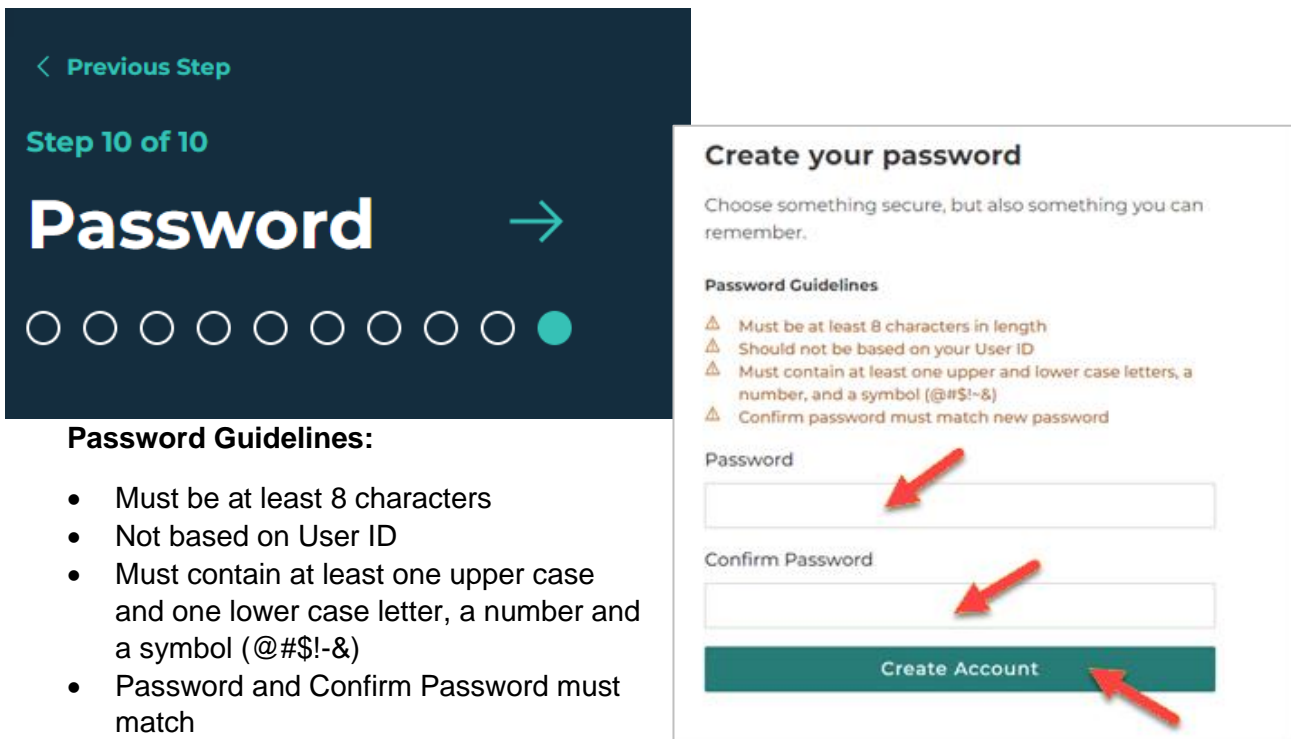


The screenshot shows a dark blue sidebar on the left with a back arrow and the text "Previous Step", "Step 9 of 10", and "User ID". Below the title is a progress indicator with 10 circles, the 9th of which is filled. The main content area is white and titled "Create your user ID". It contains the text "The User ID is required to sign in, so choose something that you will remember and also follow our ID guidelines." Below this is a section titled "ID Guidelines" with three items: "Must start with your last name and first initial" (with a warning icon), "Must end with 4 numbers" (with a warning icon), and "Must not contain special characters or spaces" (with a checkmark icon). Below the guidelines is a "User ID" label and a text input field. A red arrow points to the input field. Below the input field is a light blue information box with an "i" icon and the text "Your user ID should be Last Name First Initial XXXX where XXXX is four numbers of your choosing." Below the information box is a green button labeled "Next Step". A red arrow points to the "Next Step" button.

# MiLogin: Create Your Account

**Step 10:** Create your password.

Please follow the Password Guidelines provided. Click **Create Account**.



**Create your password**

Choose something secure, but also something you can remember.

**Password Guidelines**

- ⚠ Must be at least 8 characters in length
- ⚠ Should not be based on your User ID
- ⚠ Must contain at least one upper and lower case letters, a number, and a symbol (@#\$\_!-&)
- ⚠ Confirm password must match new password

Password

Confirm Password

**Create Account**

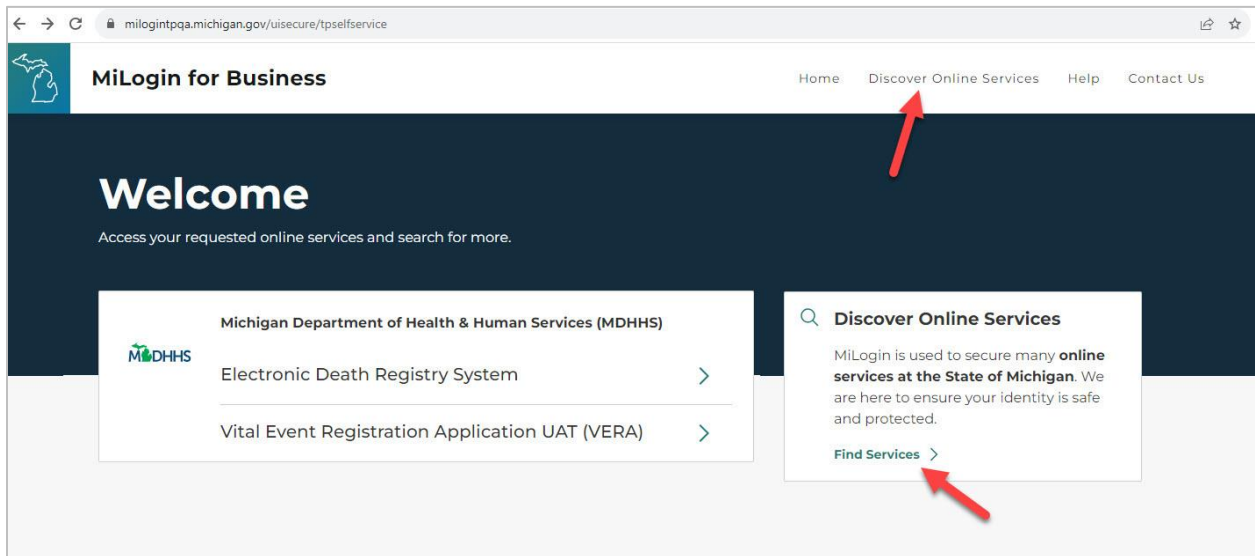
**Password Guidelines:**

- Must be at least 8 characters
- Not based on User ID
- Must contain at least one upper case and one lower case letter, a number and a symbol (@#\$\_!-&)
- Password and Confirm Password must match

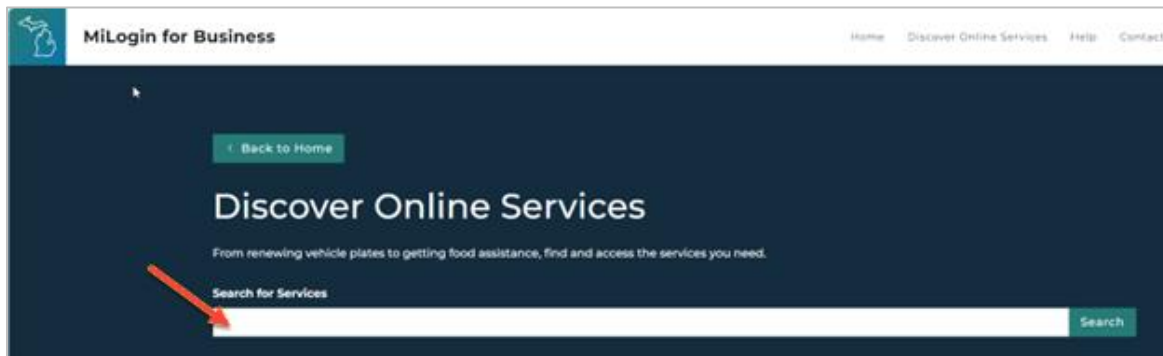
**Your MiLogin account has been successfully created. Please move to step 11 to request access to the EDRS application.**

## Request Access to the Application

**Step 11:** Log into your account, then select the **Find Services** link at the bottom of the **Discover Online Services** box or click **Discover Online Services** at the top of the page.



**Step 12:** You can find the EDRS application by either using the **Search for Services** box and typing Electronic Death Registry System *OR* under **Filter by Departments** by selecting the box next to Michigan Department of Health & Human Services (MDHHS).



# MiLogin: Create Your Account

- Michigan Department of Corrections (MDOC)
- Michigan Department of Education (MDE)
- Michigan Department of Environment, Great Lakes, and Energy (EGLE)
- Michigan Department of Health & Human Services (MDHHS)
- Michigan Department of Natural Resources (DNR)
- Michigan Department of Transportation (MDOT)
- Michigan Department of Treasury
- Michigan Gaming Control Board (MGCB)

**Step 13:** Scroll down and choose the **Electronic Death Registry System** application.

### Electronic Death Registry System

The EDRS is a Web-based application for the reporting of deaths. The system is designed to permit paperless death certificate registrations, and can also be used to locate, modify and issue certified copies of death certificates. Users of the system include both internal DHHS staff and external users. Funeral directors and staff, medical certifiers and staff, as well as medical examiners and staff can use the system for death reporting and certification. Death record review, acceptance filing and other official activities are available to city and county vital records registrars and staff as well as state vital records office staff. >

# MiLogin: Create Your Account

**Step 14:** Agree to the Terms & Conditions by selecting the checkbox next to **I agree to the Terms & Conditions** and click **Request Service**. Your request is being processed. A system generated e-mail will be sent to the e-mail address used to register when your profile has been approved. You will see the application link on your home page upon approval. Approvals are done manually and may take up to 5 business days.

